

INDIANA COMMUNITY CORRECTION QUARTERLY REPORT RESOURCE



TRAINING

- I. WELCOME AND INSTRUCTIONS
- II. INTRODUCTION
- III. OVERVIEW
- IV. CHALLENGES
- V. BENEFITS OF REVISED PROCESS
- VI. DATA ENTRY WALK THROUGH
- VII. QUESTION & ANSWER
- VIII. FEEDBACK

SECTION I

WELCOME!

INSTRUCTIONS

- THE NEW INDIANA COMMUNITY CORRECTIONS QUARTERLY REPORT RESOURCE MANUAL WILL REPLACE THE CURRENT CODEBOOK. IN ADDITION THERE IS A REVISED CODEBOOK THAT CORRESPONDS WITH ALL THE VARIABLES IN THE RESOURCE MANUAL.
- DURING THE TRANSITION PERIOD, CONTINUE TO DO BUSINESS AS YOU'VE BEEN DOING. FULL IMPLEMENTATION IS EXPECTED ON JULY 1.
- YOUR AGENCY DIRECTOR WAS GIVEN AN OFFICIAL MANUAL AT THE ANNUAL DIRECTOR'S MEETING, PLEASE REFER TO THE MANUAL AFTER JULY 1.

INSTRUCTIONS

- YOUR AGENCY'S CASE MANAGEMENT SYSTEM WILL AUTOMATICALLY BE UPDATED BY YOUR VENDOR. THEY WILL PROVIDE TECHNICAL ASSISTANCE AS NECESSARY.
- THE UPDATED VARIABLES IN THE MANUAL IS BEING COLLECTED BY MOST CC AGENCIES, SO YOU'LL MOST LIKELY BE DOING BUSINESS AS USUAL.
- PLEASE FILL OUT FEEDBACK FORM AT THE END IN ORDER FOR US TO CONTINUALLY IMPROVE TRAININGS IN THE FUTURE! 😊
- POWERPOINT WILL BE POSTED AT: IDOC.IN.GOV UNDER "COMMUNITY CORRECTIONS" TAB, UNDER "RESOURCES" AT THE END OF ALL TRAININGS
([HTTP://WWW.IN.GOV/IDOC/2320.HTM](http://www.in.gov/idoc/2320.htm))

SECTION II: INTRODUCTIONS

WHO ARE YOU?

- YOUR NAME
- YOUR AGENCY
- YOUR TITLE

SECTION III: OVERVIEW

TRAINING OVERVIEW

- TASK FORCE
 - INDIANA COMMUNITY CORRECTIONS QUARTERLY REPORT RESOURCE MANUAL (ICCQRRM)
 - CORRESPONDING REVISED CODEBOOK
 - REVIEW MANUAL CHANGES
- PILOT COUNTIES
 - RESULTS
- IMPLEMENTATION TIMELINE

SECTION IV: CHALLENGES

DIFFICULTIES OF PROVIDING TECHNICAL ASSISTANCE ON DATA COLLECTION

➤ OPERATIONAL DEFINITIONS:

- LACK OF UNIFORM DEFINITIONS FOR COLLECTED VARIABLES MAKE IT HARD TO ANALYZE DATA
- DIFFICULT TO REPLICATE STUDIES
- DIFFICULT TO PRODUCE CONSISTENT DATA TO DRIVE POLICY

➤ VARIED CASE MANAGEMENT SYSTEM

- QUEST, CSI, PBS, COURTVIEW
- CUSTOMIZED SYSTEM DESIGN
- LACK OF UNIFORM TRAINING CURRICULUM

SECTION V: BENEFITS

BENEFITS

- THE NEW MANUAL WILL EVENTUALLY ALLOW THE DEPARTMENT TO:
 - COLLECT CONSISTENT DATA ACROSS ALL COMMUNITY CORRECTIONS AGENCIES
 - COMPARE CC AGENCY PROGRAMS/SERVICES/TREATMENT BY PROGRAM SIZE
 - CALCULATE RECIDIVISM FOR CC AGENCIES
 - CONDUCT CC PROGRAM EVALUATIONS
 - RESEARCH POINTS TO PRACTICE PROGRAMS THAT CAN EFFECTIVELY REDUCE CRIME AND RATES OF RECIDIVISM

SECTION VI: DATA ENTRY OVERVIEW

CHANGES BY VARIABLE

- #8 ETHNICITY
- #9 CITIZENSHIP
- #13 DEATH
- #15 MURDER
- #16-20 (#25 HAS BEEN DELETED-FORMER AGENCY BASED RECIDIVISM RATES)
- #24 ASSESSMENT OVERRIDE
- #28 DL STATUS REMOVED
- #31 EDUCATION AT INTAKE
- #32 EDUCATION AT RELEASE
- #33 EMPLOYMENT AT INTAKE
- #34 EMPLOYMENT AT RELEASE
- REMINDER 😊

ETHNICITY

- CURRENT:
- RACE- A ONE TO TWO LETTER VARIABLE USED TO IDENTIFY RACE.
 - W-WHITE
 - B- BLACK
 - H-HISPANIC
 - AI-AMERICAN INDIANA
 - AS-ASIAN
 - MR-MIXED RACE
 - O-OTHER

RACE/ETHNICITY

- NEW:
- RACE- AN OFFENDER'S RACE IS A ONE TO TWO LETTER VARIABLE USED TO IDENTIFY RACE.
 - W-WHITE
 - B-BLACK-RACE IS BLACK OR AFRICAN AMERICAN
 - AI-AMERICAN INDIAN-RACE IS ALASKAN NATIVE, AMERICAN INDIAN, I.E.- INDIANS FROM NORTH, CENTRAL, AND SOUTH AMERICA
 - AS-ASIAN-RACE IS FAR EAST, SOUTHEAST ASIA, OR THE INDIAN SUBCONTINENT. ALSO INCLUDED IN THIS CATEGORY ARE INDIVIDUALS FROM GUAMANIAN, SAMOANS, CAROLINIANS, FIJIAN, KOSRAEAN, MELANESIAN, MICRONESIAN, NORTHERN MARIANA ISLANDER, PALAUAN, PAPUA NEW GUINEAN, PONAPEAN, ETC.
 - MR-MIXED RACE-OF MIXED RACE
 - O-OTHER-RACE IS NOT ANY OF THE ABOVE OR UNKNOWN

RACE/ETHNICITY

- **NEW**
- **ETHNICITY - AN OFFENDER'S ETHNICITY IS A ONE LETTER VARIABLE USED TO IDENTIFY ETHNICITY.**
 - **H-HISPANIC**
 - **N-NON-HISPANIC**

CITIZENSHIP

- NEW VARIABLE
- CITIZEN-AN OFFENDER'S CITIZENSHIP STATUS IS A ONE LETTER VARIABLE USED TO IDENTIFY IF THE OFFENDER IS A US CITIZEN.
- Y-YES (INCLUDE THOSE WHO HAVE BEEN NATURALIZED)
- N-NO (INCLUDE THOSE WHO DO NOT HAVE A US CITIZENSHIP (I.E.-GREEN CARD, VISA, ETC.)

Starke County Community Corrections

Home

Clipboard Font Rich Text Records Sort & Filter Find

Community Corrections Main Screen Personal Tab

Personal Address Contacts Alias Employment Financial Automobile Medical APPT Case Info

Starke County, Community Corrections Lock Form Unlock Form

New Client

Client ID	Lastname	Firstname	Middlename	Status of Client
2	Starke County	Community	Corrections	Active

Date of Birth	Current Age	SSN	Date of Setup	DOC#
7/17/2009	2	000-00-0000	7/17/2009	

Height	Weight	Race	Gender	Hair	Eyes
6' 0"	180	Hispanic	Male	Brown	Blue

Marital Status	Employment Status Intake	Education Level Intake
Legally Married	Non-Student and Employed Full Time	College Graduate

Employment Status Discharge	Education Level Discharge
Non-Student and Employed Full Time	College Graduate

Marks and Tattoos
DO NOT USE THIS FILE !!!!!!!!!!!!!!!!!!!!!

Comment
DO NOT USE THIS FILE !!!!!!!!!!!!!!!!!!!!!

Alerts and Warnings
DO NOT USE THIS FILE !!!!!!!!!!!!!!!!!!!!!

No. Prior Felonies	No. Prior Misd.
0	0

Veteran ☒
US Citizen ☒
Alien ☐
Pregnant ☐
Homeless ☐
DNA Test ☐
DNA Date

Violent Offender ☐
Active Warrant ☐
Sex Offender ☐
SD Length

No Picture Available

Paperless Business Solutions, LLC © 2004

SEARCH

DOB
SSN
First Name
Client ID

Close Form

Starke County, Community Corrections

Race or Ethnicity of Participant Num Lock

Community Corrections

Home

Clipboard Font Rich Text Records Sort & Filter Find

Community Corrections Main Screen Personal_Tbl

Personal Address Financial Calendar Criminal History Employment Alias Family Automobile Medical Case Info

Posey, County Probation Lock Form Unlock Form

New Client

Client ID	Lastname	Firstname	Middlename	
0	Posey	County	Probation	

Date of Birth	Current Age	SSN	Date of Setup	DOC #
2/20/2007	5	000-00-0001	2/26/2009	

Height	Weight	Race	Gender	Hair	Eyes
		White	Female		

Marital Status	Employment Status At Intake	Education Level at Intake
Single	Non-Student and Employed Pa	High School, Freshman Year

Employment Status At Discharge	Education Level at Discharge

Marks and Tattoos

Comment

Alerts and Warnings

DO NOT USE THIS FILE!

No. Prior Felonies	
No. Prior Misd.	
Veteran	No
Ethnicity	H
US Citizen	Yes
Pregnant	
Homeless	
DNA Test	
DNA Date	
Status of Client	Not Active

Violent Offender

Active Warrant

Warrant Date

Sex Offender

SO Length

SEARCH

DOB

SSN

First Name

Client ID

Close Form

Posey, County Probation

Race or Ethnicity of Participant

Num Lock

CC COMPLETION TYPE

- DEATH HAS BEEN ADDED AS AN OPTION
- DEATH — CESSATION OF LIFE

Starke County Community Corrections

Home

Clipboard: Paste, Copy, Cut

Font: B, I, U, A, [font icons]

Rich Text: [Rich Text icon]

Records: Refresh All, Save, Delete

Sort & Filter: Filter, Selection, Advanced, Toggle Filter

Find: Find, Replace, Go To, Select

Community Corrections Main Screen | Personal_Tbl

Personal | Address | Contacts | Alias | Employment | Financial | Automobile | Medical | APPT | Case Info

Case | Add Chg | Pass | Notes | Drug Test | Risk Scores | Comm. Serv. | Discipline | Devices | Classes | Sent / Counseling | Incentives | Plan

Number of Cases: 1 | New Case

Cause Number: 75H01-1109-CM-001793 | 1103

Offense Level: C Misdemeanor

Offense: Domestic Battery

Sentence Status: [dropdown]

Violent / Victim: [dropdown]

Risk Assmt Used: [dropdown] (Most Recent)

Risk Level: [dropdown]

Calculator: 0 | 4/3/2012 | 4/2/2012

Court Sentence

Years: [dropdown] Days: [dropdown]

Case Begin Date: 12/9/2011

Sentencing Date: [dropdown]

Case End Date: [dropdown]

Jurisdiction: Adult

Court: 75H01

Judge: Charles Hasnerl

Def. Attorney: [dropdown]

Pros. Attorney: [dropdown]

Other Officer: [dropdown]

REPORTS

FORMS

Comment:

Adult Component	Begin Date	End Date	Days	Methods of Referrals	Status	Basis for Unsuccessful:	Case Manager	1103	Doc
Community Service	12/9/2011			Probation	Active	Death	Denise Thomas	Yes	
					Active				
					Successful				
					Unsuccessful				
					Transfer				
					Inactive(OwesFees)				
					Waiting for this Component				
					Modified Early by Court				

Record: 1 of 1 | No Filter | Search

Starke County, Community Corrections

Form View

Num Lock

10:55 AM 4/3/2012

COMMITMENT OFFENSE LEVEL

- MURDER HAS BEEN ADDED AS AN OPTION
- REFER TO SENTENCING ORDER FOR VERIFICATION

GoToMeeting Viewer

Webcams Zoom: 87%

Now viewing Lisa Swope's screen

Starke County Community Corrections

Home

Paste Cut Copy

Clipboard Font Rich Text Refresh All New Save Delete Records Spelling More Filter Advanced Toggle Filter Sort & Filter Find Replace Go To Select Find

Community Corrections Main Screen Personal_Tbl

Personal Address Contacts Alias Employment Financial Automobile Medical APPT Case Info

Case Add Chg Pass Notes Drug Test Risk Scores Comm. Serv. Discipline Devices Classes Sent / Counseling Incentives Plan

Number of Cases 1 New Case

Cause Number 75H01-1109-CM-001793 1103

Offense Level C Misdemeanor

Offense Refresh Murder / AG

Sentence Status

Violent / Victim

Risk Assmt Used (Most Recent)

Risk Level

Calculator 0 4/3/2012 4/2/2012

Court Sentence

Years Days

Case Begin Date 12/9/2011

Sentencing Date

Case End Date

Jurisdiction: Adult

Court: 75H01

Judge: Charles Hasnerl

Def. Attorney:

Pros. Attorney:

Other Officer:

REPORTS

FORMS

Comment:

Adult Component

Begin Date	End Date	Days	Methods of Referrals	Status	Basis for Unsuccessful:	Case Manager	Case 1103	Doc
12/9/2011			Probation	Active		Denise Thomas	Yes	

Record: 1 of 1 No Filter Search

Starke County Community Corrections

Form View

Num Lock

11:04 AM 4/3/2012

CITRIX

Talking: Lisa Swope

start

Inbox - ... SAS - [E... Citrix On... GoToMe... Individu... ICCQRR... 2 Micr... Search Desktop

11:04 AM

RECIDIVISM

- #16 THROUGH #20 ARE NEW VARIABLES
- #16: COMMUNITY CORRECTIONS PREVIOUS START DATE
- #17: COMMUNITY CORRECTIONS PREVIOUS END DATE
- #18: COMMUNITY CORRECTIONS PREVIOUS COMPLETION TYPE
- #19: PREVIOUS OFFENSE
- #20: PREVIOUS OFFENSE LEVEL

GoToMeeting Viewer

Webcams Zoom: 87%

Now viewing Lisa Swope's screen

Personal_Tbl - Community Corrections

Home

Clipboard Font Rich Text Refresh All Save Delete Records New Spelling More Filter Advanced Selection Sort & Filter Size to Fit Form Windows Switch Windows Find Replace Go To Select Find

Personal Details Alias Address Appt Notes Kelly Notes Contacts Permit Employ Financial Automobile Medical Kelly Medical Referrals Case Info

Case Pass Adm Dr Test Victim Scores Plan Incentives Co Ser Disc Devices Class Off Class Sent Casing Forms Testing

Number of Cases: 2 New Case

CaseNo: 01-CM-7350 4542

Offense Level: A Misdemeanor Original

Offense: Criminal Conversion / A Misdemeanor

Sent. Status: Executed

Violent/Victim: Schedule

Release To: None

RiskAssmtUsed: None

Risk Level: Unknown

WR Dorm Number

WR Bed Number

Entry Date: 10/15/2001

Sentencing Date: 10/9/2001

Max Out Date: 12/9/2001

Jurisdiction: Adult

Court: 02D04

Judge: Linsky, Marcia

Sentence | Years: Days

Prob. Parole Off. Child Support Amount

FORMS

Conduct Adjustment

Confidential Info

Emp. Agreement

Transfer Progress

Travel Permit

Today's Arrearage

Arrearage Name List

Arrearage > \$200

Contact Zipcode

Reentry Contact Zip

REPORTS

Adult Info Sheet

Active By: CM

Active By: Component

Address By: Component

Reentry Report

FWD Violent

DOC Billing

Daily Monitoring

Schedules

Participant Report

Unlock Form

Date Range

Detail

Summary

Missed Job Class

Calculator: 0 03-Apr-12 4/2/2012

50% Good Time: 4/2/2012 0

White Line

WL Summary

Excel Component

Adult Component	Begin Date	End Date	Days	Methods of Referrals	Source of Referral	Status	Basis for Unsuccessful	Case Manager	Doc Count	PIP
Community Service Work	10/15/2001	2/2/2002	111	Misdemeanor Court	Misdemeanor Court	Unsuccessful	Technical Vi	Amy Parlar	Yes	Pr
										Pr

Record: 14 2 of 2 No Filter Search

Amburgey, Bobby John

Talking: Lisa Swope

start SAS - [E...] Citrix On... GoToMe... Individu... ICCQRR... COURT ... Search Desktop 11:39 AM 4/3/2012

IRAS/IYAS OVERRIDE

- NEW VARIABLE
- ASSESSMENT OVERRIDE- PROFESSIONAL JUDGMENT TOOK PRECEDENCE OVER RISK ASSESSMENT SCORE. (#25 IN THE MANUAL)

DRIVER LICENSE STATUS

- CURRENTLY #28
- HAS BEEN DELETED FROM DATA COLLECTION DUE TO LACK OF REPORTING RELIABILITY — SELF REPORT

EDUCATION

- CURRENT REPORTING: LAST LEVEL OF EDUCATION OBTAINED (SELF-REPORT)
- NEW:
 - EDUCATION AT INTAKE (#31)
 - EDUCATION AT RELEASE (#32)

GoToMeeting Viewer

Webcams Zoom: 87%

Now viewing Lisa Swope's screen

Starke County Community Corrections

Home

Cut Copy Paste

Clipboard

Font

Rich Text

Refresh All

Records

New

Save

Delete

Spelling

More

Filter

Sort & Filter

Selection

Advanced

Toggle Filter

Find

Go To

Select

Replace

Find

Community Corrections Main Screen

Personal_Tbl

Personal Address Contacts Alias Employment Financial Automobile Medical APPT Case Info

Starke County, Community Corrections

Lock Form Unlock Form

New Client

Client ID	Lastname	Firstname	Middlename	Status of Client
2	Starke County	Community	Corrections	Active

Date of Birth	Current Age	SSN	Date of Setup	DOC#
7/17/2009	2	000-00-0000	7/17/2009	

Height	Weight	Race	Gender	Hair	Eyes
6' 0"	180	Hispanic	Male	Brown	Blue

Marital Status	Employment Status Intake	Education Level Intake
Legally Married	Non-Student and Employed Full Time	1 st grade
	Employment Status Discharge	1 st grade
	Non-Student and Employed Full Time	Business/Technical/Trade School

Marks and Tattoos

DO NOT USE THIS FILE !!!!!!!!!!!!!!!

Comment

DO NOT USE THIS FILE !!!!!!!!!!!!!!!

Alerts and Warnings

DO NOT USE THIS FILE !!!!!!!!!!!!!!!

Violent Offender

Active Warrant

Warrant Date

Sex Offender

50 Length

Close Form

SEARCH

DOB

SSN

First Name

Client ID

Starke County, Community Corrections

Form View

Num Lock

10:50 AM 4/3/2012

citrix

start

Inbox - ...

SAS - [...]

definitio...

GoToM...

Individu...

ICCQRR...

Docume...

Search Desktop

10:50 AM

GoToMeeting Viewer

Webcams Zoom: 87%

Now viewing Lisa Swope's screen

Starke County Community Corrections

Home

Clipboard

Rich Text

Records

Sort & Filter

Find

Community Corrections Main Screen

Personal Tab

Personal Address Contacts Alias Employment Financial Automobile Medical APPT Case Info

Starke County, Community Corrections

Lock Form Unlock Form

New Client

Client ID Lastname Firstname Middlename Status of Client

2 Starke County Community Corrections Active

Date of Birth Current Age SSN Date of Setup DOC#

7/17/2009 2 000-00-0000 7/17/2009

Height Weight Race Gender Hair Eyes

6' 0" 180 Hispanic Male Brown Blue

Marital Status Employment Status Intake Education Level Intake

Legally Married Non-Student and Employed Full-time 1st grade

Employment Status Discharge Education Level Discharge

Non-Student and Employed Full-time 1st grade

Marks and Tattoos

DO NOT USE THIS FILE

Comment

DO NOT USE THIS FILE

Alerts and Warnings

DO NOT USE THIS FILE

Violent Offender

Active Warrant

Warrant Date

Sex Offender

SO Length

Close Form

SEARCH

DOB

SSN

First Name

Client ID

Starke County, Community Corrections

Form View

Num Lock

10:51 AM 4/3/2012

Talking: Lisa Swope

start

Inbox - Mic...

SAS - [Edit...]

definitions[...]

GoToMeeting

Individual ...

ICCQRR_M...

Search Desktop

10:51 AM

EMPLOYMENT

➤ CURRENT:

- EMPLOYMENT-IF THE OFFENDER IS EMPLOYED AT THE TIME OF THE REPORT.

➤ NEW:

- EMPLOYMENT STATUS AT INTAKE
- EMPLOYMENT STATUS AT RELEASE

Community Corrections

Home

Paste Cut Copy

Clipboard

Font

Rich Text

Records

New Save Delete

Spelling More

Filter Sort & Filter

Selection Advanced Toggle Filter

Find Go To Select

Replace

Community Corrections Main Screen

Personal Address Financial Calendar Criminal History Employment Alkas Family Automobile Medical Case Info

Personal_Tbl

Personal

Posey, County Probation

Lock Form Unlock Form

New Client

Client ID Lastname Firstname Middlename

0 Posey County Probation

Date of Birth Current Age SSN Date of Setup DOC #

2/20/2007 5 000-00-0001 2/26/2009

Height Weight Race Gender Hair Eyes

White Female

Marital Status Employment Status At Intake

Single Non-Student and Employed Part-Time

Education Level at Discharge

High School, Freshman

Mark

Non-Student and Employed Part-Time

Non-Student and Unemployed

Student and Employed

Student and Unemployed

Unemployed

Unknown

No. Prior Felonies

No. Prior Misd.

Veteran No

Ethnicity H

US Citizen Yes

Pregnant

Homeless

DNA Test

DNA Date

Status of Client Not Active

No Picture Available

SEARCH

DOB

SSN

First Name

Client ID

Close Form

Alerts and Warnings

DO NOT USE THIS FILE!

Posey, County Probation

Form View

Num Lock

CITRIX

Talking: Lisa Swope



Inbox - Mic...

SAS - [Edit...]

definitions[...]

GoToMeeting

Individual ...

ICCQRR_M...

Search Desktop

10:41 AM

4/3/2012

REMINDER: LOS

GoToMeeting Viewer

Webcams Zoom: 87%

Now viewing Lisa Swope's screen

Starke County Community Corrections

Home

Clipboard Font Rich Text Records Sort & Filter Find

Community Corrections Main Screen Personal Tab

Personal Address Contacts Alias Employment Financial Automobile Medical APPT Case Info

Case Add Chg Pass Notes Drug Test Risk Scores Comm. Serv. Discipline Devices Classes Ser Counseling Incentives Plan

Number of Cases: 1

New Case

Cause Number: 79H01-1109-CM-001793 1103

Offense Level: C Misdemeanor

Offense: Murder/MR

Sentence Status:

Risk Assmt Used: (Most Recent)

Risk Level:

Calculator: 0 4/3/2012 4/2/2012

Court Sentence

Years Days

Case Begin Date: 12/9/2011

Sending Date:

Case End Date:

Jurisdiction: Adult

Court: ZSH01

Judge: Charles Hasnerl

Def. Attorney:

Pros. Attorney:

Other Officer:

FORMS

Comment:

Adult Component	Begin Date	End Date	Days	Methods of Referrals	Status	Basis for Unsuccessful:	Case Manager	Case 1103	Doc
Community Service	12/9/2011			Probation	Active		Denise Thomas	Yes	

Record: 1 of 1

Starke County Community Corrections

Form View

CITRIX

Talking: Lisa Swope

start SAS - [E... Citrix On... GoToMe... Individu... ICCQRR... Personal... Search Desktop 11:21 AM

REMINDER: DATA VALIDATION

Community Correction Reporting

Home Create External Data Database Tools

View Paste Copy Format Painter Views Clipboard Font Rich Text Refresh All New Save Spelling Delete More Filter Selection Advanced Find Replace Go To Select

Main_Report_Screen Process

COMMUNITY CORRECTIONS DATA VALIDATION AND TRANSFER PROGRAM

REPORTING PERIOD (Enter the Beginning and Ending Date Range below)

BEGINNING REPORT DATE ENDING REPORT DATE

1 **1/1/2012** 2 **2/12/2012** 3 Update all Lookup Tables

VALIDATION REPORTS TO ASSIST WITH DATA VALIDATION

Summary Report to Read DOC File

Detail Report to Read DOC File

Program Notes and Instructions

Assessment Tbl = Score Tbl
The Score tbl has a different key than other systems.

TREATMENT is in Class Offsite Tbls.

Do Not use for PBS use Only

Update EB Assessment

☒ Show Veteran Chk Box ☒ Added Sentence Length Fields
☐ Recidivism Program Change ☒ Color Coded Required Entry

4 Completion Status
5 Components
6 Education Levels
7 Referral
8 Sentence Level
9 Race
10 Employment Status
11 **Master File Draft**

VALIDATION CHECKS

12 **Personal Data**
13 Case Data
13A Previous Case Data
14 Assessment Data
15 Treatment Data

DO NOT PROCESS until previous processes have been completed

16 Create the Transfer File

Navigation Pane

Form View Num Lock

11:12 AM 4/3/2012

Community Correction Reporting

Home Create External Data Database Tools

View Paste Copy Format Painter Views Clipboard Font Rich Text Refresh All New Save Spelling Delete More Filter Selection Advanced Toggle Filter Find Replace Go To Select

Main_Report_Screen Process Validate Missing Personal Data

PERSONAL DATA REPORT

Name:	Date of Birth:	DOC No	SSN:	Race:	Ethnicity	Sex	US Citizen	Veteran	Education Intake	Education Discharge	Employment	Employment Discharge
Hill, Colin	7/15/1995			White	N	M	0	0	High School, Sophomore Year		Unemployed	
Allen, Katelin Donna	9/13/1987			White	N	F	-1	0			Unemployed	
Starke County, Communit	7/17/2009		000-00-0000	Hispanic	N	M	-1	-1	1st grade		Non-Student and	
Peregrina, Urbano	5/25/1979		000-00-0000	Hispanic	H	M	0	0	Grade School		Full Time	
Givens, Hobert Lee	2/25/1990		008-74-6570	White	N	M	-1	0	High School Graduate		Part Time	
Robinson, Kelly	6/29/1990		009-74-4916	White	N	M	0	0	High School, Freshman Year		Unemployed	
Hernandez, Viviana	4/14/1978		094-68-7026	Hispanic	H	F	0	0	High School Graduate		Full Time	
Barnett, Charles Taulbert	3/15/1972		270-80-3324	White	N	M	-1	0	High School Graduate		Disabled	
Bailey, Austin Dale Micha	7/20/1990		303-11-2507	White	N	M	0	0	High School, Junior Year		Full Time	
Smith, William	1/27/1989		303-11-5905	White	N	M	0	0	High School Graduate		Unemployed	

Changes in this screen will be applied to the rest of your system.

Record: 1 of 96 No Filter Search

Form View

Num Lock

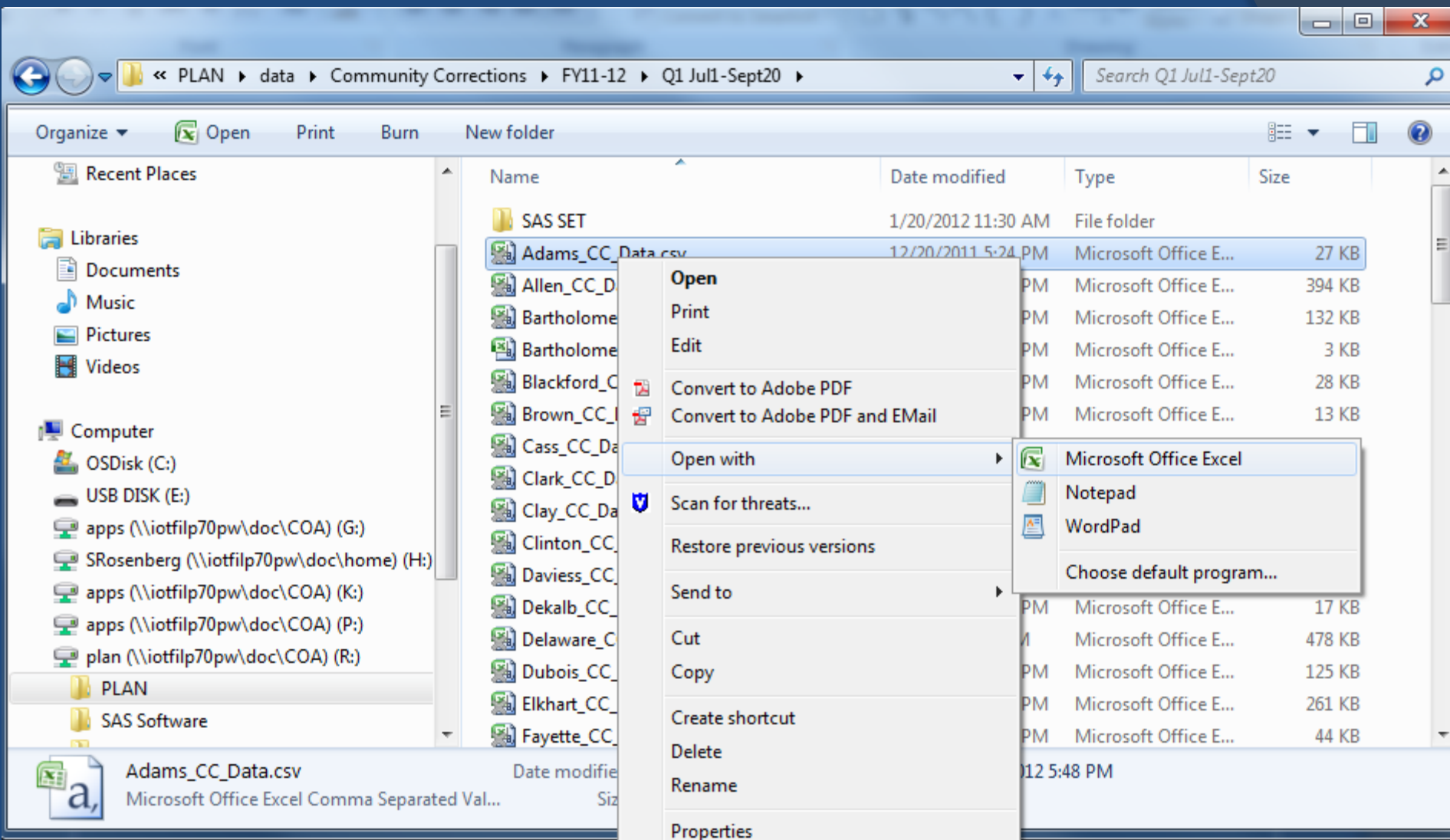
REMINDER: DATA VALIDATION — FLAT FILE TO EXCEL

1. FLAT FILE

Windows Explorer window showing the directory structure for 'PLAN' data. The address bar indicates the path: < PLAN > data > Community Corrections > FY11-12 > Q1 Jul1-Sept20 >. The search bar shows 'Search Q1 Jul1-Sept20'. The left pane shows the navigation tree with 'PLAN' selected. The right pane shows a list of files and folders, including 'SAS SET' and several '.csv' files.

Name	Date modified	Type	Size
SAS SET	1/20/2012 11:30 AM	File folder	
Adams_CC_Data.csv	12/20/2011 5:24 PM	Microsoft Office E...	27 KB
Allen_CC_Data.csv	12/20/2011 5:25 PM	Microsoft Office E...	394 KB
Bartholomew_CC_Data.csv	12/20/2011 5:25 PM	Microsoft Office E...	132 KB
Bartholomew_J_CC_Data.csv	12/20/2011 5:25 PM	Microsoft Office E...	3 KB
Blackford_CC_Data.csv	12/20/2011 5:25 PM	Microsoft Office E...	28 KB
Brown_CC_Data.csv	12/20/2011 5:26 PM	Microsoft Office E...	13 KB
Cass_CC_Data.csv	10/25/2011 10:47 ...	Microsoft Office E...	43 KB
Clark_CC_Data.csv	12/20/2011 5:26 PM	Microsoft Office E...	40 KB
Clay_CC_Data.csv	1/11/2012 11:05 AM	Microsoft Office E...	63 KB
Clinton_CC_Data.csv	12/20/2011 5:27 PM	Microsoft Office E...	29 KB
Daviess_CC_Data.csv	12/20/2011 5:28 PM	Microsoft Office E...	58 KB
Dekalb_CC_Data.csv	12/20/2011 5:28 PM	Microsoft Office E...	17 KB
Delaware_CC_Data.csv	1/3/2012 2:33 PM	Microsoft Office E...	478 KB
Dubois_CC_Data.csv	12/20/2011 5:28 PM	Microsoft Office E...	125 KB
Elkhart_CC_Data.csv	12/20/2011 5:29 PM	Microsoft Office E...	261 KB
Fayette_CC_Data.csv	12/20/2011 5:29 PM	Microsoft Office E...	44 KB

2. RIGHT CLICK ON FILE, THEN SELECT OPEN WITH “MICROSOFT OFFICE EXCEL”



Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: Custom, \$, %, , , .00, .00

Condition Formatting

I24 6/21/2010 12:00:00 AM										
	A	B	C	D	E	F	G	H	I	J
1	County Code	First Name	Last Name	Middle Initial	Last 4 of SSN	Sex	Race	DOB	CC Start Date	CC End Date
2	1	Christopher	Stevens	R	2043	M	W	7/10/1985 0:00	5/5/2006 0:00	5/20/20
3	1	Joseph	Bollenbacher	J	7295	M	W	11/15/1985 0:00	3/1/2011 0:00	9/21/20
4	1	Kayla	Rogers	N	9125	F	W	1/9/1990 0:00	9/29/2011 0:00	12/23/20
5	1	Nathan	Bullock	S	0	M	W	1/1/1994 0:00	7/3/2008 0:00	7/1/20
6	1	Shawn	Collis	M	0	M	W	6/19/1993 0:00	11/20/2008 0:00	6/30/20
7	1	Kenny	Fisher	G	3061	M	W	7/24/1970 0:00	9/19/2011 0:00	11/3/20
8	1	Julia	Bolton	D	7465	F	W	12/4/1967 0:00	11/30/2009 0:00	1/27/20
9	1	Antonio	Mendoza	C	3239	M	W	7/16/1956 0:00	5/6/2011 0:00	1/25/20
10	1	Christopher	Johnson	A	8191	M	W	12/6/1990 0:00	3/2/2009 0:00	6/21/20
11	1	Steele	Solid	A	773	M	W	3/3/1988 0:00	3/19/2008 0:00	11/26/20
12	1	Benjamin	Rodriguez	C	7236	M	W	5/19/1987 0:00	6/4/2010 0:00	7/27/20
13	1	Mavrick	Zimmerman	A	8622	M	W	3/26/1996 0:00	8/16/2011 0:00	8/19/20
14	1	Austin	Sullivan	L	6655	M	W	4/18/1991 0:00	11/25/2008 0:00	10/5/20
15	1	Chad	Schnepp	M	4322	M	W	3/1/1984 0:00	5/21/2010 0:00	7/1/20
16	1	Derrick	Boothby	A	2714	M	W	11/20/1992 0:00	3/11/2011 0:00	5/9/20
17	1	Nicholas	Mata	F	6651	M	W	10/23/1985 0:00	9/22/2011 0:00	12/26/20
18	1	Shane	Burkhalter	J	6496	M	W	4/9/1987 0:00	8/21/2009 0:00	8/7/20
19	1	Sara	Anderson	R	9378	F	W	4/3/1980 0:00	8/22/2011 0:00	11/15/20
20	1	Alice	Conrad	J	4805	F	W	6/28/1969 0:00	12/4/2010 0:00	11/11/20
21	1	Cameron	Barnes	A	9965	M	W	8/16/1989 0:00	12/17/2009 0:00	5/31/20
22	1	Ruth	Gage	S	1497	F	W	8/6/1959 0:00	9/28/2011 0:00	3/26/20
23	1	Eric	Winget	J	1627	M	W	10/26/1976 0:00	8/5/2010 0:00	2/4/20
24	1	Zachary	Roeder	R	7246	M	W	2/1/1991 0:00	6/21/2010 0:00	8/15/20
25	1	Adam	Simon	M	3761	M	W	11/27/1984 0:00	1/13/2010 0:00	9/19/20
26	1	Shawn	Hartley	R	3582	M	W	12/13/1976 0:00	12/29/2009 0:00	11/8/20
27	1	Adam	Hirschy	G	7167	M	W	6/21/1987 0:00	1/8/2010 0:00	2/19/20
28	1	Becky	Everett	S	5613	F	W	4/24/1954 0:00	4/14/2010 0:00	10/29/20
29	1	Catey	Peterson	L	6821	F	W	2/9/1997 0:00	8/16/2011 0:00	8/19/20

Q & A

EVALUATION FORM

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